

24 April 1981

Security

SCI CLEARANCES/BILLET MANAGEMENT

This regulation establishes procedures for the administration, control, and maintenance of the Air Force Technical Applications Center (AFTAC) Sensitive Compartmented Information (SCI) program and ensures positive control of the SCI positions and personnel assigned to these positions.

This publication is affected by the Privacy Act of 1974. Each form that is subject to the provisions of AFR 12-35, paragraph 30, is required by this publication to contain a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each such document.

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OPR: DOIS (Capt R. L. Bolihoefer)

Approved by: Col J. M. Kubiak

Editor: SSgt C. J. Lutz

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Chapter 1

INTRODUCTION

I-1. General:

a. AFTAC is required to provide persons approved for SCI access to certain sensitive projects within AFTAC. Cost for clearing personnel is high; therefore, it is essential that only those personnel actually requiring SCI access be nominated.

b. Under USAFINTEL 201-1, all persons authorized SCI access will be reinvestigated at intervals of five years. Headquarters DOIS will monitor the expiration dates of Special Background Investigations (SBI's) of SCI cleared personnel and initiate SBI bring-ups (SBI-BUs) as required by AFR 205-32.

c. Reports required by this directive reflecting changes in status of individuals are excluded from RCS IAW AFR 178-7.

I-2. Responsibilities:

a. Headquarters DO (Operations Directorate):

(1) Provides overall direction and supervision of the AFTAC SCI program.

(2) Approves/Disapproves requests for additional access for authorized billets.

b. Headquarters DOIS (Special Security Office):

(1) Maintains the AFTAC SCI billet structure.

(2) Initiates action to award the appropriate AFM 300-4 SCI data code into military/civilian personnel record.

(3) Processes request for additional access for authorized billets.

(4) Processes incident reports on all SCI indoctrinated personnel.

(5) Authorizes in-status transfers of persons currently indoctrinated for SCI access.

(6) Reviews authorized SCI billets pursuant to USAFINTEL 201-1, paragraph 12-10.

c. Headquarters DP (Personnel Directorate):

(1) Provides officer and airman manning for SCI positions.

(2) Requisitions and obtains SCI nomination documents to include pipeline, in-place nominations, and normal levies.

I-3. Terms Explained:

a. Access: The ability and opportunity to obtain knowledge of classified information or to be in a place where one would expect to gain such knowledge or have the opportunity to sabotage or interfere with the national defense effort.

b. Access Authorization: A formal act required to certify that an individual who has been determined eligible is authorized access to classified defense information.

c. Air Force Special Security Office (AFSSO) System: Provides the Air Force with an exclusive, responsive, expeditious, and secure means to receive, transmit, distribute, and protect SCI and other sensitive information.

d. Air Force Special Security Officer: The officer in charge of the AFSSO. This officer is authorized to conduct SCI indoctrinations and debriefings upon receipt of proper authority.

e. Behavioral Data: Information that concerns habits, conduct, emotional stability, or personal circumstances which may be used to assess a person's reliability for retention in SCI indoctrinated status.

f. Billet Realignment: The transfer of a like position within a designated organization from one element to another (for example, transfer of an established "secretary" billet and creation of a scientific manager billet).

g. Billet Redesignation: The cancellation of an established SCI billet and the creation of a new billet with a different "need-to-know" requirement (for example, cancellation of a "secretary" billet and creation of a scientific manager billet).

h. Compelling Need: A need to grant SCI access of such urgency that the benefits to be gained by the indoctrination outweigh the risk involved. Unless denial of access could endanger security of operations, a compelling need does not exist.

i. Special Background Investigation: Investigation conducted by the Defense Investigative Service (DIS) to meet the scope and requirements of AFR 205-32 and USAFINTEL 201-1.

j. Indoctrination: The initial instruction and indoctrination acknowledgement before granting an individual access to SCI.

k. In-place Nominee: An individual, currently assigned, whom the Commander desires to nominate to occupy an authorized position reflected on the SCI billet roster.

l. Reindoctrination: A process of repeating the indoctrination procedure at a regular interval (at least every two years). Such a repetition may be required to reemphasize security practices or for other appropriate reasons.

m. SCI Monitor: An individual assigned to monitor the SCI program and the focal point for all SCI requirements for a unit.

n. Suspension: Identifies the temporary withdrawal of access to sensitive areas/information, pending reevaluation of an individual's future access.

o. Senior Intelligence Officer: The senior officer charged with the intelligence mission or function for their commander or organization.

p. Sensitive Compartmented Information: Includes all information and material bearing special community controls indicating restricted handling within present and future community systems of compartmentation have been or will be formally established. This does not include restricted data as defined in Section II, Public Law 585, Atomic Energy Act of 1954, as amended.

q. Special Activities Office (SAO): An office/officer similar to an AFSSO in that it exists to handle security matters concerning certain compartmented intelligence information.

Chapter 2

PERSONNEL SELECTION POLICY AND PROCEDURES

2-1. Personnel Assignment Procedures:

a. Personnel Directorate.

(1) Establishes suspense for receipt of SCI nomination documents, as described by AFRs 36-20, 39-11, and 205-32, from losing CBPO and takes tracer action on documents not received within prescribed time frame.

(2) Cancels or diverts projected allocations as required. Notifies DOIS and IGS of any cancellations, changes, or diversions.

(3) Notifies DOIS of permanent change of station (PCS) on those individuals currently occupying an AFTAC SCI billet.

b. Special Security Office.

(1) Notifies DPM to enter appropriate AFM 300-4 SCI data code into member's military personnel record.

(2) Notifies XRM to add the appropriate AFM 300-4 SCI data code to UMD position.

(3) Initiates notification letter to the nominee for submission of SBI paperwork.

c. Units/Staff Agencies.

(1) Notifies DOIS of any projected gain and provides the UMD position number the individual will be assigned.

(2) Notifies DOIS of any internal transfers and provides the UMD position number the individual will occupy.

Chapter 3

INDOCTRINATION/REINDOCTRINATION PROCEDURES

3-1. Selection Criteria: All personnel nominated to fill an authorized "S" coded UMD position will meet the selection criteria in AFR 205-32, paragraph 4-7 and attachment 13 and USAFINTEL 201-1, chapter 13.

3-2. Indoctrination Process: On receipt of favorable adjudication of an SBI, DOIS will notify the individual or servicing AFSSO/SSO concerned for those individuals assigned to field units, authorizing SCI indoctrination of an individual.

3-3. Pre-Indoctrination Interview:

a. Before the individual is scheduled for indoctrination, the commander or a designated representative will read and explain Article 31, Uniform Code of Military Justice, or the Fifth Amendment to the Constitution, to the individual and then conduct an interview to determine whether any changes have occurred in the following areas since the submission of DD Form 398 or whether any required information in these areas was not listed:

- (1) Marital status (for example: married, divorced, widowed, etc.).
- (2) Involvement with civil or military police.
- (3) Treatment or experience relative to personality disorders.
- (4) Unreported incidents or offenses.
- (5) Alcoholism or any evidence of a drinking problem.
- (6) Any involvement with illegal drugs.
- (7) Excessive indebtedness or evidence of financial irresponsibility.
- (8) Compromising associations, including associations with persons or organizations of foreign nationality or ideology and persons of questionable character. Make the individual aware of the fact that marriage to, or close associations with, non-US citizens may present an unacceptable security risk. Such marriages or associations may result in the withdrawal of access eligibility under certain conditions.
- (9) Unreported adoption or planned adoption of foreign nationals.
- (10) Any other situation in which circumstances indicate immaturity or instability.

b. The squadron or detachment commander will maintain a written record of this interview and report any changes to HQ DOIS. If changes are of such significance that the unit commander feels the individual is not eligible for SCI access, the individual will not be indoctrinated until a determination is obtained by HQ DOIS.

3-4. Reindoctrination: HQ DOIS will notify the individual when reindoctrination is required. Currently, indoctrinated individuals will be reindoctrinated at a 2 year interval or sooner when considered appropriate by the AFSSO or the servicing organization for squadrons and detachments.

Chapter 4

BILLET MANAGEMENT

4-i. Addition/Deletion/Realignment: Each staff agency or squadron will forward requests for additions, deletions, or realignments of billets in letter format to DOIS. XRM will not take any action on SCI coded positions without DOIS concurrence.

a. This letter will contain thorough justification and specific UMD identification, organizational structure, position number, AFSC, and authorized grade.

b. If security requirements dictate special handling, the letter will be submitted through AFSSO or servicing units communications channels.

c. Requests for additions should be programmed three fiscal quarters in advance due to the time involved in changing the UMD, programming replacement personnel, and processing of investigations.

d. Requesting agencies will be notified of the status (approval or disapproval) of their request on final review by higher headquarters. Notification will normally indicate that final action has been completed or the request has been disapproved and reason for disapproval.

Chapter 5

REPORTING PERSONAL STATUS CHANGES AND BEHAVIORAL DATA

5-1. General: A reporting system is necessary to provide DOIS with timely information on personal status changes and other incidents of personal behavior which may be of value in determining continued SCI eligibility of indoctrinated individuals. Information required to be reported not only involves changes and incidents involving the individual, but also includes incidents involving the individual's immediate family when SCI security is, or may be, threatened.

5-2. Monitoring of SCI Personnel: Commanders will establish formal written procedures to ensure that all incidents having a bearing on SCI security are promptly reported to the unit having SCI responsibility. These procedures should normally include the host base security police, base medical services, Staff Judge Advocate, CBPO, unit commanders, first sergeants, and work supervisors, as well as local civil agencies and officials.

5-3. Marriage to Non-US Citizens: Commanders and staff agencies will develop procedures to ensure that all persons under their cognizance are aware that marriage to a non-US citizen could present an unacceptable security risk and could negate SCI eligibility or clearance. When an individual files an intent to marry a non-US citizen, the commander or staff agency will advise DOIS. If the marriage does take place, SCI access will be suspended and the case will require evaluation by higher headquarters. Reevaluation will require a compelling need statement and a request for an exception to personal security standards. The requirement to suspend the individual's access can be waived by higher headquarters if all the appropriate documentation (a through j below) has been completed, reviewed, and approved prior to the marriage. As a minimum, the commander will consider these matters in determining this request:

- a. The individual's performance history and future potential versus the security risk.
- b. Monies paid for training and reenlistment.
- c. Career motivation.
- d. Reliability and responsibility.
- e. Availability of alternative assignments.
- f. Lack of substantive derogatory information.
- g. A compelling need based on operational requirement and personnel manning.
- h. The interest of the spouse's country of citizenship or residence.
- i. The credibility of premarital investigation data (AFR 211-i8 or favorable NAC).
- j. A written statement, signed by the individual's spouse, indicating his/her intent or non-intent to become a US citizen. The statement must be dated and witnessed. If the statement reflects intentions to become a US citizen, an anticipated date for naturalization will be furnished.

Chapter 6

TERMINATION OR SUSPENSION OF SCI ACCESS

6-1. Termination: An individual's access is terminated when access is no longer required. This may result from PCS, retirement, separation, etc.

a. Use DD Form 1848 to record debriefing. The servicing Special Security Office will accomplish the debriefing. One copy of the debrief form will be forwarded to DOIS.

b. The reason for debriefing will be entered at the bottom of the form (use reverse side if more space is required). For example: routine PCS to (state gaining unit), retired (effective date), separated/discharged due to ETS on (date).

c. If debriefing occurs because there is reason to believe that the individual may no longer meet the SCI personnel security standards, then briefly state these reasons and comply with paragraph 6-2.

d. If an individual is mentally or physically incapable of signing the DD Form 1848, indicate this at the bottom of the form.

6-2. Suspension Procedures: Suspend an individual's access when the commander has reason to believe the subject no longer meets the SCI personnel security criteria established in AFR 205-32. This includes, but is not limited to, an individual who is involved in a crime or serious incident, is under investigation, or associates with undesirable activities. When in doubt, decide in favor of national security. Examples of incidents which also warrant suspension of SCI access are:

a. Driving while intoxicated (DWI) or any drinking problem, including entry into the Alcohol Rehabilitation Program.

b. Alleged sex offenses.

c. Illegal possession or use of drugs.

d. Assault and thefts.

e. Radical changes in behavior or emotional problems.

f. Serious family or financial problems.

g. Involvement in recent security incidents.

h. Marriage to foreign national (comply with paragraph 5-3).

6-3. Suspension Reporting: Upon the commander's decision to suspend access, report the suspension, by message through AFESO channels within 24 hours, to AFSSO Patrick DOIS with an information copy to AFSSO USAF INSB. Include a summary of all actions leading to the access suspension and a statement of further anticipated actions. Do not reinstate access without prior approval from DOIS.

a. Access suspensions require follow-up status reports to AFSSO Patrick DOIS with an information copy to AFSSO USAF INSB. Reports are due no later than the 10th of each month; however, if developments are not anticipated before the next status report is due, indicate the anticipated date when new information will become available.

b. Forward the commander's final recommendation by letter to DOIS. Include recommendations whether to retain or withdraw SCI access. Support the recommendation with appropriate rationale/justification. Attach all applicable documentation and statements.

6-4. How to Suspend Access: Administer DD Form 1848, but retain all copies. If the commander's final recommendation is not to reinstate access, forward one copy of the form with his/her recommendation IAW paragraph 6-3b. If the commander's decision is to recommend reinstatement of access, hold DD Form 1848 until authority to reinstate access has been received from higher headquarters. On receipt of authority to reinstate access, destroy the debrief form.

6-5. "For Cause" Discharge/Separation: Other than investigative, no other action will be taken on cases leading to a "For Cause" discharge, dismissal, or separation of DAF military or civilian personnel with current access to SCI (to include persons debriefed from SCI access for less than 1 year) until the case and proposed action have been reviewed and approved by Headquarters USAF. This paragraph implements and expands AFR 205-32, paragraph 9-8 and USAFINTEL 201-1, paragraph 13-44.

a. How to report "For Cause" separation or discharge cases: Commanders will report such cases to DOIS. Send all initial reports and subsequent data by letter. In time-critical situations, send essential details by AFSSO channels (do not use GENSER or SECURFAX means). If any portion of the required information cannot be provided, explain why it has been omitted or state when it will be forwarded. If SAD access is also involved, coordinate the report with the local SAO official.

(1) Personal Data. Name, grade, SSAN, date and place of birth, marital status, and number of dependents.

(2) Service Resume. Carefully screen personnel records and include:

(a) Date of enlistment or entry on active duty and date of separation. Term of current enlistment or obligation and length of prior service.

(b) By unit of assignment, the person's primary and duty AFSC and duty title for the last 5 years.

(c) Promotions and their dates.

(d) Demotions, if any, their reasons and dates.

(e) Record of time lost and include reason.

(f) Record of disciplinary action of Article 15, UCMJ, listing specific offense(s).

(g) Record of conviction by courts-martial, to include offenses, findings, and sentence.

(h) Resume of performance reports and how rated.

(i) Favorable communications, citations, and awards.

(j) Derogatory data other than Article 15 actions and courts-martial.

(k) When derogatory data has been revealed, note attempts made to rehabilitate and results of these attempts.

(l) Pertinent medical data.

(3) Depth of Access. Reconstruct the person's total SCI access to include the following information (classify the information according to USAFINTEL 201-4 and USAFINTEL 201-6). Since this information will require SCI protection, prepare a separate collateral "sanitized" version for subsequent review by non-SCI indoctrinated officials at the Air Staff level. Include this separate collateral version as an attachment to the basic report.

(a) The date the person was first authorized SCI access. Inclusive dates that the person has had access since first being indoctrinated. Also include inclusive dates the person has had access at current unit of assignment. State whether access has been suspended (paragraph 6-3) or terminated (paragraph 6-1).

(b) The system, projects, tasks, plans, programs, and operations to which the person was exposed and the inclusive dates of access for each. Indicate the perishability of sensitivity span for each category. Provide an evaluation of each category in relation to the overall command mission involved.

(4) Reasons for proposed "For Cause" separation or discharge action. State the specific details of incidents resulting in the decision to initiate "For Cause" separation or discharge action. Include dates, places, and all applicable facts.

(a) Provide a statement concerning civil or military judicial jurisdiction of the case.

(b) Advise type of action contemplated (general courts-martial, special courts-martial, or other proceedings which may lead to "For Cause" separation or discharge action).

(c) State the type of discharge (honorable, general, undesirable, etc.) which may result from this action. Indicate the commander's recommendation regarding type of discharge. Include the specific article/paragraph in the MCM, regulation, manual, or other directive under which the action is being sought. Support the proposed course of action with substantiative rationale. Include a written statement by the local Staff Judge Advocate attesting to the sufficiency or applicability of the proposed action.

(5) Commander's Evaluation: The commander will include his/her evaluation of the person involved and all aspects of the case. In the evaluation include:

(a) An estimate of the person's ability to remember details, as well as his/her overall knowledge, attitude, and inquisitiveness.

(b) An assessment as to whether the person can be reasonably expected to continue to protect the SCI to which he/she was exposed and whether the person is, or could be, subject to blackmail, defection, or other exploitation by foreign or other persons.

(c) An explanation of any factors which might warrant continued retention of the person in the Air Force.

(d) An assessment of the person's ability or capability to comprehend, retain, and report on the SCI to which he/she was afforded access. Include supporting rationale for this assessment.

(e) A description of the impact on the person if the proposed actions result in a less-than-honorable separation or discharge. Fully substantiate this evaluation and address the likelihood of the person making a subsequent unauthorized disclosure should he/she receive a less than honorable separation or discharge. Indicate the person's feelings about the possibility of separation from the USAF. This may be determined through discreet questioning, but the individual should not be advised at the time that a review under this paragraph is pending.

(f) Any other information about the individual which might have an impact on his/her present situation and be of value in a security assessment.

(6) What to Attach to the Report: To assist in the overall evaluation of the case, attach the following information to the report: documentation may be originals or original quality copies; however, in either case, senders are advised that the documentation will be permanently retained and cannot be returned.

(a) All investigative reports (RIOs, local security police reports, civilian police reports, etc.) pertaining to the incident.

(b) Statements made by the person involved or other persons involved in the case.

(c) Report of military personnel records (RIP).

(d) All appropriate documentation in the person's local access folder, special security file (AFR 205-32), and unfavorable information file AFR 35-32).

(e) "Sanitized" collateral depth of access statement.

b. Submitting follow-up reports: After submitting the initial report required by paragraph 6-5a above, commanders will submit follow-up status reports to DOIS. Include the status of pending case developments, anticipated actions, and any other information considered to be of interest. Continue to submit follow-up reports every 15th working day until all actions on the case have ended or been resolved. The last status report should reflect that subject has been discharged and the date and type of discharge.

OFFICIAL

ROBERT A. MEISENHEIMER, Colonel, USAF
Commander

PAUL D. BARTON, SMSgt, USAF
Director of Administration

SUMMARY OF CHANGES

This revision updates information in light of changes to USAFINTEL 201-1. It provides procedures for processing requests for SCI access, establishes procedures for submission of SBIs, explains the indoctrination process, provides guidance on reporting personnel status changes and behavioral data, and explains the types of termination or suspension of SCI access.

Security

SCI CLEARANCES/BILLET MANAGEMENT

Page Insert Changes. New or revised material is indicated by a *.

Remove	Date	Insert
1-1 thru 1-2	24 April 1981	1-1 thru 1-2

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*d. The Commanders of the 1155th, 1156th, and 1157th Squadrons will appoint a Special Compartmented Information (SCI) monitor and an alternate to manage the SCI program at the Squadron level and be the focal point for all SCI requirements. Criteria for appointment are as follows:

- (1) Must be in the grade of E-7 or above, and

- (2) Billed in a Special Intelligence slot.

1-3. Terms Explained:

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**AIR FORCE OFFICE OF SPECIAL
INVESTIGATIONS**